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USIB-D-39.7/10
14 September 1965

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Quarterly Report on Progress re USIB-Approved Recommendations in USIB-D-39.7/5 (Period: 1 April - 30 June 1965)

REFERENCES : a. USIB-D-39.7/6, 6 May 1964
b. USIB-D-39.7/5, 16 March 1964

1. The attached memorandum for the Chairman, USIB from the Chairman of the Committee on Documentation (CODIB) responds to a Board directive in reference a. to CODIB for a quarterly report on this subject. The attached paper reports on progress being made on the recommendations in USIB-D-39.7/5 (reference b.) as approved and amended by USIB in the attachment to USIB-D-39.7/6 (reference a.). This is the fourth quarterly report on this subject.

2. It is not now planned to schedule this report on the USIB agenda for discussion unless specifically requested by a Board member to do so prior to close of business 21 September 1965. In the absence of such a request, it will be considered for record purposes that USIB "noted" the subject report on that date.

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[redacted]
Colonel, USAF
Acting Executive Secretary

Attachment

GROUP 1
Excluded from automatic downgrading and declassification

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USIB-D-39.7/10
(CODIB-D-112/4.1)
10 September 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Quarterly Report on Progress re USIB-Approved Recommendations in USIB-D-39.7/5 (Period: 1 April - 30 June 1965)

REFERENCES: (a) USIB-D-39.7/9, 12 May 1965
(b) USIB-D-39.7/6, 6 May 1964
(c) USIB-D-39.7/5, 16 March 1964

1. Attached is a summary of activities and accomplishments of CODIB Task Teams, established pursuant to recommendations in Reference (c), as approved and amended by USIB in the attachment to Reference (b). This is the fourth quarterly report, the last submitted having been Reference (a).

2. Our original plan had been to incorporate the fourth quarter task team review in the overall annual report on CODIB activities; however, the highly useful departmental appendices, reflecting information processing systems improvements during the year are not yet available, hence this publication and the delay in its submission.

3. Directly relevant to Task Team activities, but received after this reporting period, is the 15 June 1965 report to the President from his Board of Intelligence Advisors, Subject: Intelligence Community Capabilities for the Handling of Intelligence Information. This report was sent to the DCI by Mr. McGeorge Bundy by memorandum dated 15 July 1965 in which the President's approval of the Board's recommendations is reported. Action was assigned by the DCI to Chairman, CODIB; such will be reflected in a separate memorandum.

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Attachment

[redacted]
for Paul A. Borel
Chairman

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CODIB-D-112/4.1
10 September 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments
of CODIB Task Teams
1 April - 30 June 1965

I. CONTENT CONTROL

This Task Team has held a total of 22 meetings, eight during this quarter. Members have reported a total of 951* hours devoted to this effort to date. The team has finalized the definition of politico-geographic areas except for some aggregations of countries (such as Middle East) which may be useful for intelligence purposes. It has nearly completed the design of a scheme for identifying the subject content of intelligence items and now anticipates that a report to CODIB will be ready by 15 October 1965.

II. ITEM IDENTIFICATION

This team has held a total of 20 meetings, 7 during this quarter. Members have reported a total of 864* hours devoted to this effort to date. The team has completed its design of an Item Identification System and is now finalizing its report to CODIB. The report will contain recommendations on how to implement and maintain the system and is scheduled for delivery to CODIB about mid-August. /It was received on 24 August./

III. FOREIGN PUBLICATIONS

This team has held a total of thirteen meetings, five during this quarter. In addition, a working group on Transliteration has held a total of six meetings,

* Does not include time spent by members of CODIB Support Staff

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all during this quarter. Members of the task team and the working group have reported a total of 816* hours devoted to this effort to date. The team submitted a report to CODIB on "The Need for and Procurement of Foreign Publications". This was considered by CODIB at its meeting on 24 June and was returned to the team for minor revisions. The report notes that foreign publications continue to be a vital and primary source for intelligence production - contributing, on the average, more than half of all sources to production. This report recommends that USIB agencies choose procurement methods - Publications Procurement Officers, commercial or other arrangements - most suitable to their particular requirements. It further recommends that an interim working group on hard-to-get publications be established to coordinate want lists and guide requirements, to compile an inventory of assets and a collation of assets and requirements and to assess the problems involved in establishing controls for procuring and accessioning hard-to-get publications. The Task Team is now studying problems associated with processing and exploitation of foreign publications. In this connection it has had presentations by CIA, Army, DIA, Aerospace Technology Division of the Library of Congress, FTD, Navy, AEC, and the National Library of Medicine. A report to CODIB on this aspect of foreign publications is scheduled for 30 September 1965. The working group on transliteration has produced a first draft of a report to CODIB on "Needs for Standards for Transliteration in the Intelligence Community". A second draft is now being written and is scheduled for delivery about 30 September 1965.

IV. INSTALLATIONS

This Task Team has held twelve meetings, four during this quarter. Members have reported a total of 1007* hours devoted to this effort. The team submitted a report of its findings and recommendations to CODIB about mid-June and it was considered by CODIB on 24 June. Although all agencies had not had sufficient time to review fully the implications of the recommendations, a number of questions were raised to which the Task Team was requested to respond. This report will be considered again at the next CODIB meeting by which time all of the agencies will have had time to give it full consideration. The report recommends that four identification elements be adopted for use throughout the Intelligence Community for identification of installations and geographic features of intelligence interest. These are a standard installation naming procedure, a unique identification number, a functional category code, and location coordinates together with the map source from which the coordinates were derived. The report also suggests the use of a two-character alphabetic country code but does not recommend that its use be made mandatory.

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V. BIOGRAPHICS

This Task Team has held a total of eleven meetings, two during this quarter. In addition a very successful three-day technical symposium of biographic information processing and related problems was held for members of the team and others interested in this field. The Task Team has been divided temporarily into two working groups, one to pursue problems related to name searching activites, such as those associated with security and counterintelligence, and the other to pursue problems related to name finding activities in the so-called positive intelligence biographic field. These two groups held a total of eight meetings. Members have reported a total of 2741* hours devoted to this effort to date. Both working groups are still in the information-gathering mode. A report to CODIB is scheduled for 1 November 1965. A development that will have a significant impact on the work of this Task Team is a memorandum signed by the Secretary of Defense directing that a central index of DoD investigations be established, that DoD investigative files be co-located and that a Central National Agency Check processing center be established in DoD. The memorandum further directed that these be accomplished within one year from 27 May 1965. Members of CODIB Support Staff, this Task Team, and CIA briefed appropriate DoD representatives on some of the problems related to automation of biographic information.

VI. RESEARCH AND DEVELOPMENT

This Task Team has held a total of ten meetings, two during this quarter. Members have reported a total of 1082* hours devoted to this effort to date. Although the team has not quite completed its fact-gathering work, it has developed the framework for its report and has prepared some sections of the report and a number of working papers which will be integrated into this framework. The team anticipates completion of its report to CODIB by 30 September 1965.

VII. ANALYST COMMUNICATION

Terms of Reference for this Task Team were approved on 4 May. The team has held three meetings, all during this quarter. Members have reported a total of 64* hours devoted to this effort. The team developed an interview guide for gathering information about analyst communication problems and decided that as a first cut they would collect information from analysts involved in the Latin American areas. Each member is now engaged in obtaining the desired information from analysts in his agency. An interim report to CODIB is scheduled for 15 October 1965.

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VIII. PHOTO CHIP

This Task Team has held ten meetings, two during this quarter. In addition various members have met frequently since 1 May for the purpose of working on the report. Members have reported a total of 4720* hours devoted to this effort. The team has completed all of its investigation during which it collected a vast quantity of information pertinent to the photo chip problem. Since the latter part of April it has been engaged in analyzing and synthesizing this information and writing its report to CODIB. It now anticipates that this report will be finished by 30 October 1965.

IX. ADP SYSTEMS LIBRARY

This Task Team has held fifteen meetings, five during this quarter. Members have reported a total of 870* hours devoted to this effort to date. The team has essentially completed its deliberations during which it reconciled its views regarding the specifics of the USIB ADP Systems Library with a modified draft DIA instruction for establishing and maintaining a Library of ADP Systems descriptions for DoD agencies. The recommendation of the team now is that the elements of the USIB ADP Systems Library be a subset of the elements of the DIA ADP Systems Library. DIA is now engaged in revising and finalizing its instruction manual for DoD agencies to use in reporting descriptions of ADP programs and files. When this is completed, the team will incorporate the appropriate instructions and formats into its manual for reporting by non-DoD USIB agencies. A report to CODIB is scheduled for 15 October 1965.

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